



North Carolina Department of Public Safety

Human Resources


Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

November 15, 2012

ADMINISTRATIVE MEMORANDUM: 11-2012

TO: Department of Public Safety Managers and Supervisors

FROM: Alvin G. Ragland 

RE: Disability, Retirement and Death Benefits Process

As the Department of Public Safety continues to move forward to complete the consolidation effort, there are several key Human Resources (HR) processes that will be revised. Among those processes are Short-term Disability, Retirement and Death Benefits.

Beginning immediately, all disability, retirement and death benefits forms will be processed through the DPS Central HR Disability/Retirement Office managed by Becki Johnson. Employee's can submit their forms directly to the Central HR Office or they can submit them at their work location to be forwarded to the Central HR Office. All forms should be mailed to:

DPS Human Resources
Attn: Becki Johnson
214 West Jones Street
4203 MSC
Raleigh NC 27699-4203

All Retirement System forms can be obtained through their ORBIT log in website using this link (the FORMS link is in the banner on the top right of this webpage):

<https://orbit.myncretirement.com/orbit/common/pages/bpaslogin.aspx>

Short-term Disability

When an employee wishes to apply for short-term disability benefits he/she will need to be provided with the following forms (which can be printed from the above link) and documents (in addition to the LOA Request Form):

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



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OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3800
Fax: (919) 716-3794

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- Form 701 – Requesting Short-term Benefits Through the Disability Income Plan of NC
- Form 703 – Medical Report for Eligibility Review of Short-term Disability Benefits
- Form 7A – Medical Report for Disability Eligibility Review
- Disability Forms Instruction Sheet (attached)
- List of Required Medical Documentation (attached)

Prior to giving the above forms to the employee, the work location HR staff/designee should complete Section C on the Form 701 and Section H on the Form 703 with the following information:

Department of Public Safety
214 West Jones Street 4203 MSC
Raleigh NC 27699-4203
becki.johnson@ncdps.gov

Becki Johnson
Disability Program Manager
(919)716-3770 – phone
(919)716-3961 – fax

Upon receipt of the above information from the employee, it must be submitted to the Central HR Office with a copy of their LOA Request Form detailing how they would like to exhaust their leave balances. **NOTE: Copies of weekly time sheets do not need to be submitted to central HR with a short-term disability application.**

Upon receipt of the application, the Central HR Office will review to ensure that all of the above required information has been provided. If any information is missing, the Benefits staff will notify the employee and the work location HR staff/designee and request the additional information needed to complete the application. When the fully completed application has been provided, the Central HR Benefits staff will complete the Form 700 and attach a job description. The application in total will then be reviewed and the employee will be notified in writing of the approval or denial of the application. A copy of this letter will be provided to the work location HR staff/designee at the work location by email. The Central HR Benefits staff will continue to monitor all disability approvals for the remainder of the short term benefit period. Once the short-term period has ended, the LOA/Separations section will monitor the leave of absence in conjunction with the work location.

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Retirement

When an employee wishes to apply for Retirement benefits they will need to submit the following information:

- Form 6 – Claiming Your Retirement Benefit
- Proof of birth for the employee and their beneficiary (if one is listed in Section D of the Form 6)
- Estimate of benefits from the Social Security Administration (this is optional and only necessary if the employee is interest in Option 4 – Social Security Leveling)
- Projected weekly time sheets from their last time entry approved in Beacon through the effective date of their retirement

Upon receipt of the retirement application the Central HR Benefits staff in conjunction with DPS Payroll will complete the Employer Certification section of the Form 6 (Section H) and forward the application directly to the Retirement System for processing.

The work location HR staff/designee will also need to submit a separation package to the Central HR Office.

Retirement certificates will be ordered by the Central HR Office and mailed to the employee at their home address after they retire. If a supervisor would like to have the certificate to present to the employee prior to retirement they must submit this request in writing to Becki Johnson (becki.johnson@ncdps.gov) at least 4 weeks prior to the presentation date.

Death Benefits

In the event that a DPS employee passes away, the work location HR staff/designee will need to immediately email the following information to Becki Johnson in the Central HR Office:

- Employee's Name
- Employee's Beacon Personnel Number
- Date of Death
- Family Contact (Name, address, phone number and relationship to the employee)

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The work location HR staff/designee will also need to request a certified copy of the death certificate. Upon receipt of the death certificate it will need to be forwarded to Becki Johnson in the Central HR Office.

Upon receipt of the above information the Central HR Benefits staff will notify the Retirement System of the employee's death and draft a letter for the work location HR staff/designee to provide to the employee's family explaining any benefits that may be available to the employee's beneficiaries.

The work location HR staff/designee will also need to submit a separation package to the Central HR Office.

Should there be any questions please contact Becki Johnson at (919)716-3770.

cc: Secretary, Reuben F. Young
Chief Operating Officer, Mikael R. Gross
Chief Deputy Secretary, Adult Correction, Jennie Lancaster
Chief Deputy Secretary, Law Enforcement, Gerald A. Rudisill
Chief Deputy Secretary, Juvenile Justice, Linda W. Hayes
Chief Deputy Secretary, Administration, Bennie Aiken

Attachments: LOA Request Form
Disability Forms Instruction Sheet
List of Required Medical Documentation